



1616 Lewis Street • PO Box 943 • Helena, Montana 59624 • www.helenafoodshare.org • 406.443.3663

Helena Food Share Seeks a Full-Time Development Manager

Our Mission: Helena Food Share serves our neighbors in need by providing food in a respectful and dignified way and by working with others to eliminate hunger in the greater Helena area.

Our Vision: Creating a hunger free community

About Helena Food Share: Helena Food Share, founded in 1987, is a tax-exempt, nonprofit organization governed by a volunteer board of directors. Staff members carry out the necessary operations of the organization. Generous donors and hundreds of volunteers support Helena Food Share in carrying out its mission. Each month, we respectfully assist over 1,500 households, providing food with the Grocery Share program at three pantry locations.

We also serve targeted populations – children, with our Kid Packs program, and low-income seniors with Senior Commodities and Senior Farmers Market Nutrition Program coupons. More information about Helena Food Share and the services we provide are available at helenafoodshare.org.

Position Overview: The development team is critical to the ongoing operations of Helena Food Share, as it is charged with securing the funding necessary for the organization to continue meeting its mission. Nearly all of Helena Food Share's funding is generated through donations from individuals, businesses, foundations, churches and community organizations. The Development Manager reports to the Development Director and is a member of the organization's overall development function.

- **Fundraising:** This position has responsibility for achieving budgetary goals in the following areas: Annual fund, digital fundraising, events fundraising, and workplace fundraising. The Development Manager will also be expected to maintain a portfolio of major donors whom they will cultivate, ask for gifts and steward.
- **Fundraising Events:** The Development Manager is responsible for creating and managing all details for Helena Food Share-sponsored fundraising events, and also provides support to fundraisers that are sponsored and organized by community members and outside organizations.
- **Workplace Giving:** The Development Manager oversees all workplace giving campaigns, liaising with United Way and other agencies to ensure Helena Food Share is well-represented as a choice for employees who participate in these annual fundraising drives at their workplaces.
- **Communications, PR and Marketing:** The Development Manager works closely with the Development Director and the Executive Director in determining communications goals and strategies. They are responsible for overseeing the production, preparation, publishing and or posting of communication materials for Helena Food Share. The Development Manager supervises the Communications Coordinator who is responsible for creating content about Helena Food Share for all media.
- **Community Outreach:** The Development Manager initiates and schedules regular presentation opportunities for Helena Food Share. This includes maintaining an active presence with

community groups, faith communities, schools, colleges, and at appropriate public events in the Helena area.

Reports to: Development Director

Hours: 40 hours per week, Monday-Friday. Evening and weekend work is sometimes required. This is an hourly position, so flexible scheduling and some overtime may be necessary.

Salary Range: Negotiable (depending on experience)

Benefits: Paid holidays, vacation leave, sick leave, Simple IRA retirement program, and employer-sponsored health insurance plan.

Minimum Education and Experience Requirements:

The knowledge, skills and abilities needed for this position are typically acquired through a combination of education and experience equivalent to a Bachelor's degree and prior applicable experience. The successful candidate will have demonstrated progressive experience in fundraising and events management. Other combinations of education and related experience will be evaluated on an individual basis. The successful candidate must be able to make a strong commitment to the mission and values of Helena Food Share.

The candidate must have a donor-centric perspective, be able to hold confidentiality and will be committed to understanding donor motivation for giving.

Application Instructions

Submit cover letter, resume, writing sample (appeal letter, newsletter, or donor proposal) and three professional references to hire@helenafoodshare.org.

This position is open until filled. Initial review of applications will begin November 11, 2019. Please direct questions to the Development Director, Liz Harrison, at liz@helenafoodshare.org *No calls, please.*

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